

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 64-10.A

Subject:

DATE: 07-02-82

Sunset Review:

EMPLOYEE DEVELOPMENT AND TRAINING

1. PURPOSE. This directive sets forth basic guidelines and instructions for the administration and management of employee training and development in the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The provisions of the directive apply to all staff personnel whose training is approved and sponsored by the Center.
3. CANCELLATION. This directive cancels FLETC Directive No. 64-10.A, dated March 3, 1978, Employee Development and Training.
4. REFERENCE.
 - a. Government Employees Training Act, PL-85-507.
 - b. Chapter 41, Title 5, U.S. Code.
 - c. Executive Order 11348.
 - d. Federal Personnel Manual Chapter 410.
 - e. Treasury Personnel Management Manual, Chapter 410, Employee Development and Training.
5. POLICY. The Center provides for training and development of employees and encourages and assists in self-improvement as a basic means of developing and maintaining a competent, efficient work force. Training and development will be used to meet the career need and job requirements of all employees, without discrimination, regardless of race, religion, color, national origin, sex, or other factors unrelated to the need for training. The Center has the authority to determine what are necessary training expenses and to pay all or any part of those expenses from funds appropriated within the limitations described in FPM Chapter 410.
6. RESPONSIBILITIES.
 - a. Director. The Director of FLETC is responsible for providing direction and leadership to the training program, for utilizing training effectively to further the accomplishment of the Center's mission, for approval of the training program and

waivers, as appropriate, and for reviewing FLETC training needs and providing the training to meet these needs in conformity with Departmental policies and procedures.

b. Training Committee. This committee will advise the Director of the Center on the planning, development, coordination, and evaluation of training. The Training Committee members are the Deputy Director (chairman), Assistant Director-Office of Faculty Management, Assistant Director-Office of Program Management, Assistant Director-Office of Resource Management, Personnel Officer, and Training Officer.

c. Managers and Supervisors. Training is a basic responsibility of management at every level of operation. Line management must be actively involved in the utilization of training to meet program needs. Each manager and supervisor is responsible for training employees for effective job performance, for developing training needs for their career potential, and for encouraging and giving recognition to their self-development.

d. Personnel Officer/Training Officer. The Personnel Officer and the Training Officer are responsible for coordination of training activities of the Center. This is accomplished by developing procedures and stands for training and employee development; establishing, and/or strengthening Center-sponsored staff training programs so as to maximize utilization of resources; coordinating arrangements with governmental agencies and non-governmental facilities for the use of their training resources; making arrangements for attending meetings expected to contribute to better employee supervision or improved management of substantive functions and admitting employees from other agencies to Center staff training programs.

e. Employees. Each employee should develop his/her ability to perform immediate tasks competently, and through self-improvement prepare for possible reassignment and advancement. The responsibility of the employee for his/her own self-training and self-development is clearly recognized.

7. REVIEW OF TRAINING NEEDS. A continuous effort will be made to identify training needs and to meet these needs. To ensure that this is accomplished on a systematic basis, the Assistant Directors and their staff are requested to meet at least semiannually, preferably prior to the preparation of the first and second half training needs survey, to review immediate and long-range training needs. These reviews will encompass both individual and organizational needs, the self-development desires of the individual employee and future program requirements. Individual Development Plan (FTC-PMD-16-8/81) (Attachment 1), questionnaires and other devices may be utilized as appropriate in the conduct of training needs surveys. A summary Projected Training Program (FTC-PMD-25-8/81) (Attachment 2) must be submitted by office and division heads semi-annually by September 1 and March 1, to the Training Officer.

This summary projects the training requirements for each half of the fiscal year. These summaries will be reviewed and priorities will be established by the Training Committee prior to the submission to the Director for approval.

8. PRIORITIES FOR TRAINING. Establishing priorities for training will be accomplished by the Training Committee. Criteria which will be considered in establishing such priorities include the following:

- a. The immediacy of certain training needs.
- b. The necessity to solve pressing management problems by conducting appropriate training.
- c. New or emergency programs requiring staff training for effective implementation.
- d. The need to correct performance deficiencies which are lowering current operational efficiency and productivity.
- e. The necessity to keep abreast of important new technological developments.

9. REQUESTS FOR TRAINING. Request, Authorization, Agreement and Certification of Training (OF-170, 10 parts, or SF-182, 10 parts) will be used within the Center for the following purposes:

- a. As the nomination form requesting training.
- b. As the document for agency approval of training.
- c. As the document for authorizing training.
- d. As the registration/acceptance form.
- e. As the employee agreement, to be used where training is given in a non-governmental facility.
- f. As the billing document.
- g. As the certification of training attendance.
- h. As an input document to Civilian Personnel Data File.
- i. Evaluation purposes.

10. ENRICHMENT PROGRAM. In connection with employee training and development, an enrichment program will be used to enlighten personnel on various aspects of law enforcement programs and criminal justice systems. Guest speakers will be utilized and, where appropriate, staff members will have the opportunity for a question and answer period at the conclusion of each presentation.

11. GENERAL PROVISIONS. All provisions of Federal Personnel Manual Chapters 335 and 410 and Treasury Personnel Management Manual, Employee Training and Development, not specifically covered in this directive will apply to this

program. Separate directives exist, or will be issued, concerning Career Development for Lower Level Employees, Executive Development, Management Development, and Long-Term Training.

12. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Resource Management.

David W. McKinley
Acting Director

Attachments (2) available from the Personnel Division